

Frequently Asked Renewal Questions for License and Firms

Question 1

Q. What if I Misplaced my Renewal Notice

A. Please email the Board at sboa@ct.gov and we will e-mail you a copy of your renewal notice.

Question 2

Q. What is the renewal fee for a certificate?

A. The annual license renewal fee is \$40.00.

Question 3

Q. What is the renewal fee for a license:

A. The annual license renewal fee is \$565.00.

Question 4

Q. What is the fee to renew a Firm?

A. The firm renewal fee is \$150.00. If you are Sole practitioner not having more than one CPA within the firm there is no fee.

Question 5

Q. Where can I find My Login Password?

A. You may use the password set up in your most recent renewal. Should you fail to locate or recall your prior password, please use the "Forgot Password" feature. Note the Board is unable to retrieve your password.

Question 6

Q. When does the Renewal Cycle begin?

A. The renewal cycle begins October 1st – December 31st.

Question 7

Q. What if I am having difficulties making a renewal Payment?

A. Contact the State Board via email at sboa@ct.gov. You will need to utilize the credit card payment form or submit a check along with the requested paper renewal.

Question 8

Q. Where can I find Email Verification?

A. Please check your Inbox or Spam for an email from the Board, which requires you to verify your email prior to renewing your license. If you have not received the email, please click on "verify your email" and a new email will be sent to you. If you still are unable to obtain email verification, please update your email in your contact information in the system.

Question 9

Q. What should I do if I did not renew my license in a timely manner?

A. You must submit a late renewal form SBA-5 Reinstatement Late renewal :

1. Late Renewal application's (Form SBA-5) received on or after the renewal cycle has concluded is considered a late renewal. A license may qualify for a late renewal, if the licensee has practiced or used the professional designation of public accountancy while the license was inactive. Applicant must submit a sworn affidavit attesting to the type of public accounting services and use of the designation while the license was inactive. There will also be a late fee associated with filling a late renewal. If you were licensed in the last calendar year AND needed to be renewed and licensed effective JANUARY 1st go to our website for additional information on late renewal & fees (Sec.20-281a(3)).

Question 10

Q. What is the fee for a late license renewal?

- A. You must go to our website under fees and look under Sec. 20-281a (3) for late fees for licenses.
Sec. 20-281a (3) \$150.00 for the first 3 months and an additional \$50.00 each month for a maximum of \$600.00 a year, along with your renewal fee.

Question 11

Q. What if I renew on or after December 31st, will it be considered late?

- A. After December 31st, you submit a:
Firms - Reinstatement/ Late renewal form SBA-6 for a firm permit/ SBA-6A out of state firm permit
License – SBA-5 Reinstatement/Late Renewal Form for a license
Certificate - SBA-2 Reinstatement/ Late Renewal Form for a certificate

Question 12

Q. What should I do if I did not renew my firm permit in a timely manner?

- A. You must submit form SBA-6 Reinstatement Late Renewal and submit the appropriate payments.

Question 13

Q. What is the fee for filing a late firm renewal?

- A. You must go to our website under fees and look under Sec. 20-281a(3) for late fees for licenses.
Sec. 20-281a (3) \$150.00 for the first 3 months and an additional \$50.00 each month for a maximum of \$600.00 a year, along with your renewal fee if applicable.

Question 14

Q. What if I choose not to renew my License, Certificate and/or Firm Permit and become inactive.

- A. If you choose to become inactive or if you are relocating and will not need to use the designation CPA in Connecticut, you must notify the board by email at sboa@ct.gov; Or
Send written communication indicating your License, Certificate and/or Firm Permit number and state that you would like to become inactive. Please be sure to include a current mailing address. Mail the communication: Connecticut State Board of Accountancy, 30 Trinity Street, Hartford, CT 06106

Question 15

Q. What if I choose not to renew my license for the year, because I want to reinstate the registration of my certificate.

- A. You may reinstate your CPA Certificate Registration by going to the our website at www.sots.ct.gov under general information, forms and download form SBA-2 and submit with payment of \$40.00.

Question 16

Q. Can I renew if my license is inactive?

- A. No, if your license is in an inactive status you cannot renew, you must download a reinstatement form SBA-5 from the Board's website and submit with appropriate fees.

Question 17

Q. Do I have to submit CPE with my renewal?

- A. Connecticut requires CPE to be completed every fiscal year, July 1st through June 30th, and must be reported by December 31, on-line if renewing on-line or on a downloaded renewal form. Please note: you are required to list each course up to the amount of 60 credits. CPE credit hours must be rounded off to whole amounts.

Question 18

Q. How long do I have to keep my CPE (Continuing Professional Education) records?

- A. CPE records may be audited for up to 3 years; as such proof of all reported and carryover courses should be maintained for 3 years.

Question 19

Q. Can I renew my license and firm at the same time?

A. You cannot renew the firm and the license at the same time. You will get a license renewal and a firm permit renewal with a different User ID for each renewal.

Question 20

Q. Do I have to submit a peer review to renew my firm permit?

A. If you received your initial firm permit within the last 18 months you are not required to submit a peer review report/waiver.

Question 21

Q. Can I be waived from peer review?

A. If you qualify for a waiver of peer review you must submit a waiver form. You may also be waived of a peer review if your review is rescheduled by sending in the waiver form and check off reschedule. You may submit the form online or by mail.

Question 22

Q. Can I change the name of my firm at renewal?

A. Yes, you may change the name of your firm by downloading form SBA-6 for in- state firm or SBA-6-A for an out of state firm and select the name change option.